

NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

1. Position Title: Assistant to the Director Operational Requirements (AF/XOR) (Dual-hat)	2. Auth Grade: 07	3. Effective Date: 15 Apr 03
4. Headquarters: 5. Reporting Senior: 6. Duty Location: USAF Pentagon, Washington DC Mail:	7. Telephone Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
8. Position Description: <u>Duties:</u> Serve as an advisor on all Air National Guard operational issues He/she ensure the Air National Guard becomes a key enabler in the Air Force's mission Ensure the Air National Guard is fully engaged in and will advance our nation's air and space power from concept to capability Maintain an extensive knowledge of operations capabilities within the Air National Guard. This includes ensuring the staff is fully aware of the Air National Guard capabilities and limitations Evaluates and makes recommendations concerning Air National Guard integration into the Total Force structure in support of Air and Space Missions, and/or Combat Support Missions Assists in the planning development for gained Air National Guard units, as they specifically relate to the Air Force's missions Executes special projects as directed and takes specific actions necessary to improve information flow from the Air National Guard roles and missions within the Air Force and the Air National Guard Where appropriate and as directed by the Director, Air National Guard, the Air National Guard Augmentee will represent the Air National Guard before civilian agencies, veteran and patriotic organizations Monitor and evaluate effectiveness incident to Air National Guard interface on matters of operational requirements and report that information to the Director of the Air National Guard Provide advice and assistance on policies and procedures affecting operational requirement and the Air National Guard Maintain liaison with the Director of the Air National Guard through reports, meetings, briefings, e-mail and other forms of communication, ensuring appropriate staffing of all actions Maintain liaison with the relevant functional chiefs at the Air National Guard Bureau through reports, meetings, briefing, e-mail and other forms of communications, ensuring appropriate staffing of all actions involving the Air National Guard and ensuring consistency with Air National Guard policy and procedures concerning the operational requirements Attend Air National Guard Annual Senior Leader Conferences, and other meetings and conferences deemed necessary by the AF/XOR, the Chief, National Guard Bureau and the Director, Air National Guard Perform such other duties, not inconsistent with the above, as directed by the AF/XOR, the Chief, National Guard Bureau and the Director, Air National Guard		

Position Title:

Assistant to the Director, Operational Requirements (AF/XOR)

9. Special Qualifications/Requirements/Restrictions:

Broad military and air operation requirements background

Experience in development and implementation of policy and guidance at the national/headquarters level required

Broad knowledge of Air National Guard structure and organization

Stature in community should be such as to enhance capability to represent the National Guard at the highest civilian and military levels

Command experience desired

Security Clearance: Top Secret

This position is dual hat, M-Day/drill status only

Must have 18 years satisfactory service

Must be able to complete a minimum 2 years in the assignment before mandatory removal date/mandatory separation date(MRD/MSD)

Completion of senior service school required

No additional TDA authorization will be given for this position

Participation in this program will be in addition to the officer's normal duties within the state

Must be assigned to a validated (not temporary) TDA position billet in the State